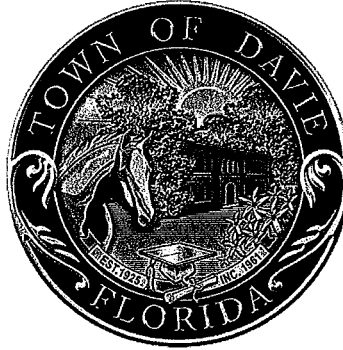


**TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT**



**DAVIE POLICE AND FIRE RESCUE MEMORIAL PROTOCOL
SOP #23-014**

MARCH 20, 2013

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall provide for criteria for inclusion on the Davie Police and Fire Rescue Memorial.

Revision	Date	Responsible Department	Description of Change
1	March 20, 2013	Human Resources, Fire Rescue Department, and Police Department	Initial Release

APPROVALS:

Author

Town Administrator

Date

Date

6/26/14

6-26-14

1-1. PURPOSE.

To establish standards and guidelines for inclusion on the Davie Fire Rescue and Police Memorial wall recognizing department service for fallen public safety officers as well as establish a review process of all denials.

1-2. DEFINITIONS.

a. Line of Duty Death.

A death that occurred as a direct result of a member performing their duties and responsibilities while on duty. Death resulting from continued biological deterioration as a result of injuries suffered while on duty, in which case the health of the employee has continually diminished until death occurs.

b. Public Safety Officer.

A public safety officer means a person serving a public agency or municipality in an official capacity, with or without compensation, as a law enforcement officer or firefighter.

1-3. SCOPE.

This operating procedure applies to all full-time and part-time public safety officers of the Town of Davie.

1-4. PROCEDURE.

- a. Each October a committee shall meet to determine from the previous calendar year (Jan 1 – Dec 31) whether any member of the Davie Fire Rescue Department or Police Department public safety officer(s) is eligible for inclusion on the Memorial Wall. At the initial convening of a committee subsequent to enactment of the resolution approving this policy, all prior deaths of former public safety officers shall be reviewed by the committee.
 - b. The committee shall be comprised of the following representatives: Human Resources Director, Fire Rescue Chief, Police Chief or their respective management designees, up to two representatives from the International Association of Firefighters; and, up to two representatives from the Fraternal Order of Police, Davie Lodge 100.
 - c. The committee shall be chaired by the respective Chiefs on a rotating basis with the Fire Rescue Chief initiating the rotation. The chair shall be responsible for ensuring minutes are kept of meetings, and all decisions to include or exclude a deceased public safety officer from the Memorial Wall shall be forwarded to the Town Administrator by the 30th day of December following the convening of the committee.
 - d. In all cases documentation must be provided showing a direct link from an emergency incident, training activity, or work related illness or injury to the public safety officer's subsequent death. Documentation shall be required for any review for inclusion on the Memorial Wall and shall include but not be limited to any pension determinations, workers' compensation non-confidential settlements or outcome information, any medical records not subject to HIPAA (Health Insurance Portability and Accountability Act), department incident or run/dispatch reports, newspaper articles or obituaries, notarized witness statements, hospital records, physician reports, and disability records. For deaths resulting from a heart attack or stroke, documentation must be provided
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- showing the public safety officer's participation in emergency response or training activities within the designated time frame (24 hours) before the onset of the cardiovascular event. If the injury or cardiovascular event results in long-term disability or hospitalization, documentation will also be required indicating the individual did not return to full-duty status as a firefighter or police officer prior to his or her own death.
- e. The following criteria will be applied when evaluating circumstances of each death for inclusion on the Davie Fire Rescue or Police Public Safety Memorial:
 - 1. Deaths meeting the Fire and Police Officers' Pension Benefits Program guidelines for receipt of in line of duty death pension benefits (decisions shall be held in abeyance pending such determinations);
 - 2. Deaths directly resulting from traumatic injuries sustained while engaged in department-authorized training drill or activity that requires participants to be engaged in physical activity;
 - 3. Deaths directly resulting from a cardiovascular event that occurs immediately after, or within 24 hours of, returning from an emergency response or being engaged in a department-mandated physical exercise or training activity;
 - 4. Deaths resulting from heart disease, hypertension, or tuberculosis.
 - 5. Deaths resulting from military service to Country while employed by the Town of Davie.
 - f. The following cases will be excluded from consideration for inclusion on the Fire and Police Public Safety Officers' Memorial Wall:
 - 1. Deaths attributed to suicide.
 - 2. Deaths attributed to alcohol or controlled substance abuse.
 - 3. Deaths resulting from the firefighter or police officer acting in a grossly negligent manner at the time of his or her death.
 - 4. Deaths that occur during the public safety officer's commute to and from his or her assignment (off duty status) or on call but not called in to work.
 - 5. Deaths attributed to cancer, disease, or infection notwithstanding the criteria listed in section e.
 - g. Acceptance for inclusion on other county, state, or federal memorials shall not impact decisions made by the Davie Fire Rescue and Police Memorial Wall committee or Town Administrator.

1-5. APPEAL PROCESS

- a. Appeals of the Committee's decisions are reviewed by the Town Administrator.
 - 1. The Town Administrator will review all minutes, final reports, and information provided to and obtained by the committee Chairperson.
 - 2. The Town Administrator will be the final and binding arbiter of all appeals of any denial from inclusion on the Memorial Wall.
 - 3. The Town Administrator shall review all names for inclusion for purposes of consistency, and application of this operating procedure.

1-6. NOTIFICATION PROCESS

Upon final affirmation of the Town Administrator of all name(s) to be added to the Fire Rescue and Police Memorial Wall, the Committee Chair will be charged with the responsibility of notifying the affected family members of the inclusion of their

relative(s) name on the Memorial Wall during the annual Police Memorial Week held in May of each year. Such notice shall be formal and shall be copied to all members of the committee, Town Administrator, and all Council Members.

1-7. MISCELLANEOUS

Nothing in this Operating Procedure shall preclude either the Fire Rescue or Police Service from erecting recognition memorials at their respective facilities to honor all public safety employees employed by the Davie Fire Rescue and Police departments who have performed honorably for the department and are deceased regardless of circumstance. Said other memorials shall have established criteria for inclusion on their respective recognition walls. Funding mechanisms shall be established prior to the erection of these additional walls.